



Institute of Fundamental Technological Research PAS (IPPT PAN) OTM-R policy

For many years, the Institute of Fundamental Technological Research of the Polish Academy of Sciences has been implementing the principles of an open, transparent and merit-based policy of employment in scientific positions. HR Excellence in Research award obtained in 206 strengthened the Institute's authorities in their efforts to recruit employees in accordance with these principles, both from Poland and from around the world. The award and the implemented principles of the OTM-R policy give all candidates guarantee to be recruited at the highest level.

The OTM-R policy is implemented through two internal legal acts adopted by the Scientific Council of the IPPT PAN. Those are:

Resolution on the rules of employment in scientific positions at the IPPT PAN;

Resolution on the terms of reference of call for research positions at the IPPT PAN.

The first of the Resolutions focuses on providing candidates with the most transparent and substantive criteria for employment in scientific positions. It specifies the criteria for selecting candidates and opportunities for professional development (promotion).

The criteria for selecting candidates are based primarily on merit-based evaluation, and take into account the achievements, qualifications and competences required for a given position. They are as non-discriminatory and inclusive as possible, do not impose barriers in terms of gender, age, disability, origin and other factors, thus ensuring equal opportunities for all candidates. Only the competencies necessary for the position, career milestones are assessed, regardless of any breaks or chronological variations in the CV, and the professional experience acquired as a result of mobility is considered as a valuable contribution to the candidate's development.

The requirement for a certain level of education for a given position is laid down in national legislation. Adjusting its rules to these requirements, IPPT PAN recognizes, within the limits of the law, the equality between education obtained in the country and abroad, and the equality of seniority to the same extent.

The second resolution ensures an open and transparent recruitment procedure for all candidates, including those from abroad.

The resolution lays down formal requirements for announcements of competitions for scientific positions and the rules for their publication in order to enable the widest possible access to them. Advertisements are formulated in a clear and transparent manner, they include, inter alia, detailed description of the position and offer, requirements for qualifications and scientific achievements, date and manner of submitting documents.

The submitted applications are assessed by the competition committees specified in the resolution, the composition of which guarantees a broad representation of various experiences and qualifications.

The OTM-R policy of the Institute of Fundamental Technological Research of the Polish Academy of Sciences fully implements the principles set out in the Code of Conduct for the Recruitment of Researchers, and the Institute's authorities make every effort to provide scientists with the best working environment.

Resolution
on the principles of employment on scientific positions
at the Institute of Fundamental Technological Research of the Polish Academy of Sciences
adopted at the meeting of the Scientific Council on 26 May 2022

Under § 18(2)(7), (12) and (13) of the Statutes of the Institute of Fundamental Technological Research of the Polish Academy of Sciences (IPPT PAN) in conjunction with Article 91(5) of the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws No. 96, item 619, as amended), it is hereby resolved as follows.

§ 1

1. This resolution determines the principles of employment on scientific positions at IPPT PAN.
2. When employing researchers on scientific positions, IPPT PAN follows the below principles:
 - a. openness and equal opportunities - ensuring public access to the job offers as well as equal opportunities in terms of participation in the contest by all participants, including foreigners,
 - b. adequacy - the requirements set for the candidates must be adjusted to the real needs of the position,
 - c. transparency - every job offer must contain information on the requirements set for the candidates, number of vacancies, perspectives for professional development as well as criteria of selection, and the candidates must be informed about the course and result of the contest procedure, with specification of strengths and weaknesses of their application and appeal procedure,
 - d. assessment of competences for the given position (substantive assessment) - the assessment requires consideration of the entire professional experience of the candidate, both in quantitative and qualitative terms, and bibliometric data are considered equally to other competences,
 - e. assessment of the entire career, including professional mobility - the assessment requires consideration of each stage of the candidate's career, irrespective of potential breaks or deviations in the chronological order of the resume, and experience in other industries or other activities of the candidate are considered as a valuable contribution to career development, placing specific emphasis on experience gained in another country, in another scientific community, change of scientific discipline or work in various institutions,
 - f. recognition of qualifications and seniority - official confirmation of academic and professional qualifications, including those gained abroad, at the level required for the given position, must be reviewed taking into consideration the principles of award of such qualifications by the relevant institutions and countries, while the seniority cannot have a negative effect on the candidate's assessment, bearing in mind that the required experience can be gained both at an early stage of scientific career as well as during long professional development over the course of many years,
 - g. when employing researchers having a PhD, including on the "post-doc" type position, the objective of the scientific task the researcher is to pursue or the objective of the project

and its duration are taken into consideration to ensure the best opportunities for scientific career development possible, for its various stages.

3. Employment of new researchers on scientific positions shall take place by way of a contest the method and mode of holding of which are determined in a separate resolution of the Scientific Council of IPPT PAN.
4. The contest is not required:
 - a. in the case of promotion procedures, subject to the principles specified in § 3-5 below,
 - b. if the researcher is delegated for work under a contract concluded with a foreign scientific institution,
 - c. if the researcher is employed for the period of implementation of a project involving scientific research or development works financed in a contest mode with public funds intended for higher education and science or EU funds, originating from non-refundable funds from the aid granted by the member states of the European Free Trade Association (EFTA) or non-refundable funds from other foreign sources.

§ 2

Assistant position

1. The position of an assistant can be held by a person holding the professional title of a master or equivalent and having publication-related scientific accomplishments.
2. The candidate employed on the position of an assistant is expected to achieve the PhD degree.
3. The period of employment on the position of an assistant under trial period contracts and contracts for a definite period of time cannot exceed 36 months.
4. No later than three months prior to expiry of the contract of employment regarding the position of an assistant and concluded for a definite period of time, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit (department, independent laboratory) where the assistant is employed, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher shall be assessed by the Director of IPPT PAN and Commission for Organisational Structure and Employment according to the criteria effective for periodical assessment of the scientific activity of researchers of IPPT PAN. In the case of a positive assessment, the contract can be extended for an indefinite period of time.
5. In the case of a negative assessment of the scientific accomplishments of the assistant by the superiors or the Commission for Organisational Structure and Employment, the contract of employment can be terminated by the employer, subject to the statutory time limits, or the researcher can be proposed a change to a position in the group of research and technical or engineering and technical employees.

§ 3

Assistant professor position

1. The position of an assistant professor can be held by a person having at least a PhD degree, having scientific accomplishments in the form of:
 - a. at least four publications in JCR database journals, where he/she is the leading co-author,

- b. active participation in international conferences.
2. When assessing the scientific accomplishments of a candidate, the reference shall be the average accomplishments of the group of assistant professors in the similar field of specialty at IPPT PAN.
3. The candidate employed on the position of an assistant professor is expected to achieve the degree of a habilitated doctor.
4. In the case of a promotion (an assistant holding a PhD degree), the request shall be submitted by the immediate superior. The request must be accompanied by an opinion of the Head of the basic scientific and research unit, according to the organisational structure of the Institute, and of the Commission for Organisational Structure and Employment. The decision on employment shall be made by the Director.
5. The period of employment on the position of an assistant professor under trial period contracts and contracts for a definite period of time cannot exceed 36 months.
6. No later than three months prior to expiry of the contract of employment regarding the position of an assistant professor and concluded for a definite period of time, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher shall be assessed by the Director of IPPT PAN and Commission for Organisational Structure and Employment according to the principles effective for periodical assessment of the scientific activity of researchers of IPPT PAN, with special consideration given to the development in terms of scientific accomplishments. In the case of a positive assessment, the contract can be extended for an indefinite period of time.
7. In the case of a negative assessment of the scientific accomplishments of the assistant professor by the superiors or the Commission for Organisational Structure and Employment, the contract of employment can be terminated by the employer, subject to the statutory time limits, or the researcher can be proposed a change to a position in the group of research and technical or engineering and technical employees.
8. When assessing legitimacy of employment of the candidate on the position of an assistant professor or when extending the contract, any post-doctoral internship in a foreign or domestic scientific institution shall be taken into consideration.

§ 4

Position of an associate professor

1. The candidate employed on the position of an associate professor is expected to create a research team. Furthermore, the scientific accomplishments of the candidate should exceed the average accomplishments of habilitated doctors employed by the Institute.
2. The request for employment on the position of an associate professor shall be submitted by the head of the relevant organisation unit, Director of the Institute or Scientific Council. The condition for employment on the position of an associate professor is obtaining of a positive opinion of the Scientific Council by the candidate, on the basis of the materials supplied by the candidate, accompanied by a preliminary opinion of the Scientific Council's Commission for Organisational Structure and Employment, and the research and organisational plans presented at the meeting

of the Scientific Council.

3. In particular, the criteria to be assessed are as follows:
 - a. publication accomplishments in JCR database journals, including but not limited to renowned scientific journals (high IF, number of points in ministry lists):
 - i. upon commencement of the habilitation procedure (i.e. publications not taken into consideration in the dissertation review procedure),
 - ii. total number of publications in HCR database journals,
 - iii. number of points for publications from the last three years - this indicator of the candidate's scientific activity should be comparable with the weighted average for persons employed by IPPT PAN on the position of an associate professor,
 - b. number of citations calculated on the basis of the ISI Web of Science and Scopus databases;
 - c. Hirsch index (h-index) determined on the basis of the ISI Web of Science and Scopus databases;
 - d. possession of a research team - the minimum requirement is, for example, documented supervision over one PhD candidate;
 - e. participation in acquisition of grants, acquisition and implementation of research projects in the last five years, including but not limited to team projects;
 - f. organisational accomplishments (conferences, scientific schools, position in scientific organisations);
 - g. didactic accomplishments.
4. The period of employment on the position of an associate professor under trial period contracts and contracts for a definite period of time cannot exceed 36 months. Six months prior to expiry of the said period, the immediate superior of the employee shall request the Director of the Institute to extend the contract. The request must be accompanied with an opinion of the Head of the basic scientific and research unit, in accordance with the organisational structure of the Institute and in compliance with the chain of superiority. Based on the request, the scientific accomplishments of the researcher and progress in building of the research team shall be assessed by the Director of the Institute and Commission for Organisational Structure and Employment. The basis for assessment shall be the external opinion on predispositions of the candidate to conduct research and direct a team independently. The Commission shall send the CV and professional accomplishments to two reviewers from outside the Institute, requesting the opinion. Upon receipt of the external opinion and opinion of the Commission for Organisational Structure and Employment, the request for employment on the position for an indefinite period of time is submitted to the Scientific Council. Lack of recommendation of the Scientific Council results in termination of the employment relationship or employment on the position of an assistant professor under a contract for an indefinite period of time.
5. The procedure in the case of promotion to the position of an associate professor shall be as follows:
 - a. request of the head of the organisational unit, Director or Scientific Council;
 - b. opinion of the head of the department or independent laboratory;
 - c. opinion of the Commission for Organisational Structure and Employment:
 - i. a negative opinion of the Commission for Organisational Structure and Employment requires approval by the Scientific Council (at this stage, the request can be

- withdrawn by the party interested - in such a case, the matter is not referred for opinion to the Scientific Council);
- ii. in the case of a positive opinion of the Commission for Organisational Structure and Employment, the request is presented and discussed at the meeting of the Scientific Council at which the candidate presents his/her research plans (subject matter, projects, cooperation within the Institute, in the country and abroad);
 - d. opinion of the Scientific Council presented in the form of a resolution;
 - e. decision of the Director.
6. Prior to expiry of 5 years from the promotion to the position of an associate professor, the scientific accomplishments of the researcher and progress in building of the research team shall be assessed in compliance with the procedure described in § 5(5). Lack of recommendation of the Scientific Council results in transfer of the research to the position of an assistant professor.

§ 5

Position of a professor

1. The position of a professor can be held by a person holding the scientific title of a professor, having documented scientific accomplishments in the scope of the research directions preferred by the Institute, who continues his/her scientific work at an international level and is involved in development of the young scientific staff.
2. The candidate can be employed on the position of a professor under a contract of employment or appointment, on a full-time basis only. If the worktime is reduced, the position shall be changed to an associate professor.
3. Employment on the position of a professor should be connected with creation and management of a research group.
4. The condition for employment on the position of a professor is obtaining of a positive opinion of the Scientific Council by the candidate. The candidacy shall be presented at the meeting of the Scientific Council by the Scientific Council's Commission for Employment on Professor Positions, including presentation of its opinion. The candidate shall present his/her research and organisational plans. The Scientific Council shall adopt a resolution presenting an opinion on the candidate.
5. The Scientific Council's Commission for Employment on Professor Positions is a permanent commission, composed of 7 members elected by the Scientific Council from among its members. The Commission shall be composed of persons holding the scientific degree of a professor.
6. The procedure in the case of promotion to the position of a professor shall be as follows:
 - a. Request of the head of the organisational unit where the candidate is to be employed or of the Scientific Council is submitted to the Director, including the opinion of the head of the department. The Director can initiate the procedure by himself/herself as well. If the Director refuses to initiate the procedure, the party requesting it, in agreement with the candidate, can request presentation of a substantiation at the meeting of the Scientific Council.
 - b. The Commission for Employment on Professor Positions issues an opinion on the request on the basis of the materials supplied by the candidate and the opinion of the reviewer appointed from outside the Institute on the Commission's request, and presents it to the Scientific Council for approval. When assessing the scientific accomplishments of a

candidate, the reference shall be the average accomplishments of the group of persons employed by the Institute on the position of a professor. In the case of a positive opinion of the Commission, the request is presented and discussed at the meeting of the Scientific Council at which the candidate presents his/her research plans (research group, subject matter, projects, cooperation within the Institute, in the country and abroad).

- c. opinion of the Scientific Council presented in the form of a resolution,
- d. decision of the Director.

§ 6

Final Provisions

1. In all matters not regulated by this Resolution, the provisions of the Polish Labour Code and Act on the Polish Academy of Sciences shall apply.
2. The Resolution enters into force on the day of its adoption by the Scientific Council of the Institute of Fundamental Technological Research of the Polish Academy of Sciences.
3. The Resolution of the Scientific Council of 28 February 2019 on the principles of employment on scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences expires.

RESOLUTION

on the method and mode of holding contests for scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences

adopted at the meeting of the Scientific Council on 26 May 2022

Under § 1(3) of the resolution of the Scientific Council of IPPT PAN of 26 May 2022 on the principles of employment on scientific positions, it is hereby resolved as follows.

§ 1

1. The contest for a scientific position at the Institute of Fundamental Technological Research of the Polish Academy of Sciences (IPPT PAN) shall be held on request of the head of the basic scientific and research organisational unit of the Institute (department, independent laboratory) filed with the Director of the Institute or on the Director's initiative.
2. The request of the organisational unit must contain a substantiation that the scientific position specified therein should be financed as part of the statutory activity of the Institute or determine the method of securing of its financing from non-statutory sources as well as specify information referred to in § 1(5).
3. The decision on announcing the contest shall be announced by the Director of the Institute.
4. The contest shall be announced by publication of an announcement on the website of the minister proper for science, in the Bulletin of Public Information; on the website of the European Commission, on the website for Researchers in Motion (EURAXESS); and on the website of the Institute, in the Job Offers section.
5. The announcement shall contain basic information regarding the contest and requirements for

the candidates, including but not limited to:

- a. the position the contest regards, including the scope of duties; and if the contest regards more than one position, the number of positions,
 - b. the organisational unit of the Institute where the researcher is to be employed,
 - c. the requirements and expectations set for the candidates as well as selection criteria,
 - d. the period of employment, type of contract and other terms of employment.
 - e. the mode and deadline for submittal of documents of at least fourteen days from the day of contest announcement,
 - f. the date of decision and announcement of results, falling no later than three months from the day of contest announcement.
6. The terms and conditions of the contest shall be determined by the Director of the Institute in agreement with the Contest Board referred to in § 2, taking into consideration the effective principles of employment on scientific positions.
 7. The date of contest announcement shall be the day of its publication on the websites specified in § 1(4).

§ 2

1. The contest Board, hereinafter referred to as the "Board", shall be composed of at least four members and, as far as possible, its composition should represent various experience and qualifications, including persons originating from other countries and demonstrating an appropriate gender balance.
2. The composition of the Board shall be as follows:
 - a. the Deputy Director for Science, as the Board chairperson,
 - b. a representative of the Scientific Council's Commission for Organisational Structure and Employment or, in contests for a professor position, representative of the Scientific Council's Commission for Employment on Professor Positions,
 - c. the head of the organisational unit requesting employment or any other representative of the unit named by the head and, if needed, the head of the lower tier organisational unit where the researcher is to be employed,
 - d. in the case of contests regarding employment in projects (e.g. National Science Centre (NCN), National Centre for Research and Development (NCBR), Foundation for Polish Science (FNP)), the project leader or the person named by the project leader, who will act in the capacity of the Contest Board chairperson if the provisions of the given project so require,
 - e. the head of the HR Office or a person representing the said Office.
3. The Director, under an Ordinance, may appoint a Contest Board with a composition other than specified in § 2(2).
4. In the case of contests for professor and associate professor positions, the chairperson of the Board can be only and exclusively a person employed by the Institute on a professor position, and the majority of the Board shall be persons employed on a professor position, representing the same or related scientific discipline as the candidate.
5. The Board, immediately upon expiry of the time limit for submittal of documents, shall prepare the list of candidates meeting the formal requirements specified in the announcement. Where reasonable, the Board can request the candidates to rectify formal irregularities, marking this fact

in the recruitment protocol.

6. Upon official acceptance of the documents, the Board shall carry out substantive assessment of the candidates based on the documents. Upon assessment, the Board may also decide to hold interviews with the candidates whose documents scored the highest.
7. The Board shall select the candidate in a secret voting, on the basis of the absolute majority of votes.
8. Upon completion of the contest procedure, the Board shall prepare a protocol, presenting an opinion on employment of the person selected by the Board. It shall include the opinion of the head of the organisational unit who submitted the request for employment.

§ 3

1. In the case of contests for assistant and assistant professor positions, the Board shall submit the protocol to the Scientific Council's Commission for Organisational Structure and Employment for opinion.
2. In the case of contests for associate professor positions on the Director's request, the candidacy selected by the Board shall be presented by the chairperson of the Scientific Council's Commission for Organisational Structure and Employment, with the Commission's opinion, at the next meeting of the Scientific Council, requesting a recommendation. In the case of contests for professor positions on the Director's request, the candidacy selected by the Board shall be presented by the chairperson of the Scientific Council's Commission for Employment on Professor Positions, with the Commission's opinion, at the next meeting of the Scientific Council, requesting a recommendation. In both cases, the candidates shall additionally present research and organisational plans at the meeting of the Scientific Council.
3. Upon receipt of the Board's protocol, including the opinion of the relevant Scientific Council's Commission, and in the case of contests for professor and associate professor positions - also the opinion of the Scientific Council, the Director of the Institute shall conclude the contest procedure and notify about the right to appeal from the decision.
4. The employment relationship shall be entered into upon announcement of the Director's decision, as soon as possible.

§ 4

1. Employment on a scientific position including entrustment of the function of the head of a basic scientific and research organisational unit of the Institute (department, independent laboratory) shall be preceded by a contest announced by the Director of the Institute.
2. The contest referred to in § 4(1) shall be an open contest. In the case of persons holding a scientific position at the time of contest announcement, they shall submit an application for admission for participation in the contest in the scope regarding entrustment of the function of the head of the basic organisational unit of the Institute.
3. For the purpose of the contest, the Director shall appoint a Contest Board composed of at least 5 persons. The composition of the Board shall be as follows: Director of the Institute or a person named by the Director of the Institute, Deputy Director for Science or Deputy Director for Innovation, Development and Cooperation, representative of the Scientific Council's Commission for Organisational Structure and Employment, representative of the Scientific Council's

Commission for Employment on Professor Positions and at least one person named by the Director of the Institute. The composition of the Board should, as far as possible, represent various experience and qualifications, including persons originating from other countries and demonstrating an appropriate gender balance.

4. The principles of holding contests for scientific positions including entrustment of managerial functions, especially in the scope of determination of the basic requirements for the candidates and determination of contest stages, shall be established by the Director of the Institute by way of an ordinance. The principles laid down in the ordinance must incorporate the requirements provided for in § 1(6), § 2(4) and § 3(2), (3) of this resolution.
5. The heads of basic scientific and research organisational units of the Institutes shall be appointed by the Director of the Institute for a definite period of time not exceeding 4 years.
6. The Director shall appoint a Board, composed as specified in § 4(3), 3 months prior to expiry of the time limit referred to in § 4(5), and the said Board shall issue an opinion on the results of the head's activity. The Board shall issue the opinion within 30 days from its appointment. If the opinion is positive, the Director can re-appoint the head for the next term, as specified in § 4(5), without holding a contest. Appointment of the head without holding a contest in accordance with the principles provided for in this section can take place once.
7. The heads of lower tier scientific and research units (work groups, teams, laboratories) shall be appointed by the Director of the Institute upon receipt of the opinion of the Scientific Council. The candidates for this function can be presented by the heads of upper tier units or the Director of the Institute may announce a contest before appointing the head of such a unit. In such a case, the contest mode referred to in § 4(2), (3), (4) shall apply.

§ 5

1. The resolution enters into force on the day of its adoption by the Scientific Council of the Institute of Fundamental Technological Research of the Polish Academy of Sciences.
2. Upon entry into force of this resolution, the resolution of 28 February 2019 on the method and mode of holding contests for scientific positions at the Institute of Fundamental Technological Research of the Polish Academy of Sciences expires.